

## POSITION DESCRIPTION

Class Title: Assistant Public Works Director  
Department: Public Works Department  
Division:  
Date:

Job Number:  
Grade Number: PR25  
Location:

### **GENERAL PURPOSE:**

Performs complex supervisory, administrative and professional work in planning, organizing, directing and assisting in the supervision of the Public Works Department, including sanitation, water, sewer, street, fleet maintenance, animal control and other public works projects and programs and Engineering Department.

### **SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the Director of Public Works.

### **SUPERVISION EXERCISED:**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervises division managers and department support staff, either directly or through subordinates.

Determines work procedures, prepares work schedules, and expedites workflow.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Maintains harmony among workers and resolves grievances.

Prepares composite reports from individual reports of subordinates.

Adjusts errors and complaints.

Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.

Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including sanitation, street, water, sewer, drainage, fleet maintenance and animal control.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Oversees the development or update of Comprehensive Sewer Plan, Comprehensive Water Plan and other plans involving the municipal infrastructure.

Determines applicable codes, regulations and requirements for assigned projects.

Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Assists with the preparations of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base and comprehensive plans.

Oversees the maintenance of infrastructure and other records.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Monitors inter-governmental actions affecting public works.

#### **PERIPHERAL DUTIES:**

Assists in the training of city personnel in public works system and techniques.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

(A) Graduation from a four-year college or university with a degree in civil engineering, public administration or a closely related field; and possession of a Texas

Professional Engineering License issued by the State Board of Registration for Professional Engineers.

(B) Minimum of five years previous public works experience including at least two years in utilities; or (C) Any equivalent combination of education and experience.

**Education and Experience:**

**Necessary Knowledge, Skills and Abilities:**

(A) Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws and regulations affecting department activities;

(B) Skill in operating the listed tools and equipment.

(C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

**SPECIAL REQUIREMENTS:**

(A) Must possess a valid State driver's license or have the ability to obtain one prior to employment;

(B) Registration as a Professional Engineer is ideal.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority